

Records - management

15 February 1968

Vince,

I have read Rita's report on the OTR Registry request and it looks pretty good but I wonder whether anyone will read past the first two pages. When one gets to the conclusion one learns that things in OTR seem to be pretty much all right as they are and therefore might be disinclined to read further. I wonder whether the recommendations shouldn't be included in the first part of the paper immediately following conclusions and before listing attachments.

In reading the discussion I find only one sentence - the first sentence of the last paragraph on page 2 - which says anything about a registry. Registry operations are really rather complicated and I wonder whether they don't deserve some more thorough treatment. For example I wonder whether the ordinary manager who isn't familiar with registry operations would be able to distinguish in his own mind the difference between a registry and a central mail room. Incidentally, I note that we do not recommend in the recommendations that there be a central mail room but in the conclusion we say that the mail handling could be further expedited by setting up a central delivery point. While I think I understand this I wonder whether it couldn't be clarified to give some greater assurance that it will be understood by whoever might read it in the Office of Training.

When we transmit this to the Office of Training I wonder whether there would be anything to be gained by having it addressed to the Director of Training over my signature. I don't have strong feelings about this but it occurs to me that this may be a means of bringing it to the attention of Mr. Richardson thereby giving some element of publicity to the Records Administration Branch and perhaps it would also enhance the possibility that some action might result.

In this general connection I have on my desk several reports prepared by [] which I gather were transmitted over his signature to the components which were surveyed and I wonder whether we shouldn't establish a general rule that any reports of this kind should be transmitted from the Chief, Support Services Staff to the appropriate management level in the component which requested the service. I will probably have other comments on Ray's reports. I just mention this one now since it seems apropos.

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RHW